

THE TOWN OF FOREST HEIGHTS
RESOLUTION 57-17

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS, MARYLAND APPROVING THE APPOINTMENT OF THE TOWN CLERK**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 33-64 of the Charter of the Town of Forest Heights (the "Charter") the Mayor, with the approval of the Council, shall appoint a Town Clerk, and the Town Clerk shall attend the meetings of the Council and shall keep a full and accurate record of the proceedings of the Council, and he or she shall be custodian of the official records (other than the records of the Treasurer and the Board of Registrations and Elections) of the Town and shall perform such other duties as may be required by the Mayor and Council, and the Town Clerk may be the same person as the Treasurer; and

WHEREAS, on or about April 1, 2012 the Mayor and Town Council approved a job description for the office of Town Clerk; and

WHEREAS, the former Town Clerk has resigned her position to take employment elsewhere thereby creating a vacancy in the Office of Town Clerk; and

WHEREAS, pursuant to Section 7.20 of the Employee Handbook reasonable effort shall be made to publicize positions so that all interested persons are informed and qualified persons are attracted to compete, and announcements may be posted in appropriate places throughout the Town and copies may be sent to the newspapers, radio stations, education institutions, professional and vocational societies, public officials and to such other organizations and individuals as the Town may deem appropriate; and

WHEREAS, pursuant to Section 7.80 of the Employee Handbook all vacancies shall, whenever possible, be filled by promotion of a qualified employee within the Town; however, the Town may recruit applicants from outside the Town service whenever there is reason to believe that better qualified applicants are available; and

WHEREAS, pursuant to Section 7.90 of the Employee Handbook each new or promoted employee shall be notified of his or her probationary status, and unless other law, regulation or valid contract states otherwise (as in the case of existing merit employees), probationary employees shall receive no benefits while on probation, and at the end of 180 days and a satisfactory evaluation by the Supervisor, Town Administrator and Mayor a probationary employee shall receive all benefits as provided other employees subject to any plan limitations, but if the performance evaluation is unsatisfactory, the Town Administrator and Mayor may extend the probation period for an additional 180 days; and

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NOW THEREFORE BE IT RESOLVED, and enacted that the Town Council hereby approves the appointment of Ms. Sherletta Hawkins as Town Clerk to serve in a probationary status at the pleasure of the Mayor and Council in accordance with rules and regulations of any merit system which may be adopted by the Council; and

BE IT FURTHER RESOLVED, that the above-named appointee shall subscribe to and be administered by the Mayor the oath of office for the Office of Town Clerk pursuant to Section 33-84 of the Town Charter, and shall receive pay at the level of \$45,000.00 annual salary; and

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 7th day of August 2017.

ATTEST:

SIGNATURE ON FILE

Vern Haeffele, Town Administrator
Kevin J. Best Attorney

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

SIGNATURE ON FILE

By: *[Signature]*
Habeeb-Ullah Muhammad, Mayor

SIGNATURE ON FILE

By: *[Signature]*
Jonathon Kennedy II, Council President

ROLL CALL VOTE

MUHAMMAD
KENNEDY II
MCLAURIN
BARNES
HINES
SMITH-BARNES
BROWNSON

YEA/NAY/ABSTAIN/ABSENT

yes
yes
yes
yes
yes
yes
no